



**STATE OF RHODE ISLAND**  
invites applications for the position of:

## **STUDENT MIS SUPPORT ASSISTANT**

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<b>DEPARTMENT:</b>	DEPARTMENT OF TRANSPORTATION
<b>DIVISION:</b>	
<b>OPENING DATE:</b>	05/25/18
<b>CLOSING DATE:</b>	Continuous
<b>SALARY:</b>	\$16.00 - \$20.00 Hourly \$1,120.00 - \$1,400.00 Biweekly
<b>PAY GRADE:</b>	0261 G
<b>JOB TYPE:</b>	Non-Union (99)
<b>NAME OF BARGAINING UNIT UNION:</b>	Non-Union (99)
<b>LOCATION:</b>	Providence - Warwick
<b>SCHEDULED WORK DAYS: HOURS OF WORK</b>	Monday - Friday
<b>WORK WEEK:</b>	Standard 35.0 Hours
<b>ASSIGNMENT(S)/COMMENTS:</b>	Information Technology / Stormwater Management - Two Capitol Hill, Providence / Headquarters - Lincoln Ave, Warwick
<b>JOB NUMBER:</b>	03973

### **CLASS DEFINITION:**

#### **GENERAL STATEMENT OF DUTIES:**

IT Intern students receive hands on training providing them to enhance fundamentals learned in the classroom. Through this program, they are offered a multi-faceted and challenging opportunity for growth. Interns actively assume significant tasks and are responsible for important aspects of IT work; and to do related work as required.

**SUPERVISION RECEIVED:** Duties are assigned individually in detail; work is closely supervised.

**SUPERVISION EXERCISED:** Usually none.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Three units support the IT infrastructure: Programming, Hardware/Network, and GIS.

Programming Units:

Oracle E-Business Suite – Writing, Maintaining Oracle Reports & Forms, Debugging Code, Assist in supporting 8 modules (HR, Timesheets, GL, PO, AP, AR, Grants, and Inventory) of the (ERP) system;  
Access & VB - Develop and support various custom & COTS - commercial off-the-shelf systems for all sections of the department;  
Websites – Develop and maintain Department wide intranet & public facing online systems.

**Software Technology:**

Oracle SQL, PL/SQL, 10G Database, Report/Forms Builder 6i, Workflow Builder 2.6.3  
Microsoft Visual Studio 03 or higher  
SQL Server 2005 or higher  
ASP.NET, C#, Java, XML, AJAX, and TSQL

**Hardware/Network Units:**

Supports an NT environment  
Supports 700+ computers  
PC/Server installs  
Adding/updating user accounts utilizing Active Directory  
Assisting in Outlook Exchange  
Software Installs (Custom & COTS)  
Backup and Recovery  
Equipment & Software Inventory

**Planning/GIS Unit:**

**Office of Stormwater Management \*\***

Create maps using ArcGIS software  
Analyze geographic relationships among varying types of data  
Assist with creating, composing, modifying and editing GIS spatial and attribute data  
Assist with preparing software programs to support GIS applications, document procedures, and maintain records of completed assignments  
Create and edit metadata.

\*\*Use of RIGIS and NWI Wetland datasets.

**Software Technology:**

GIS or CAD software, Microsoft Office, HTML, SQL, .NET

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

Possess a sound knowledge of Microsoft Access, Excel, Word and PowerPoint;  
Knowledge of Microsoft Visual Studio; Programming knowledge of ASP.NET, C#, Java, HTML, XML, AJAX, and TSQL; Programming knowledge of Oracle SQL, PL/SQL;  
Knowledge of GIS or CAD Software; Database skills preferably in SQL Server/Oracle;  
Hardware & Software Installation & Support; Excellent communication skills;  
Professional in appearance, actions and behaviors; Ability to collect and analyze data with attention to detail; Ability to produce professional written reports for a range of audiences.

**EDUCATION:** Applicants should be second year students currently enrolled at an accredited college/university. Students majoring in a Computer Science, Information Technology, Management Information Systems, Software Engineering, or Geography or related concentration program are given initial placement preference; a student's academic standing and GPA are judged for placement preference.

## SUPPLEMENTAL INFORMATION:

Full time students must attach a current resume detailing their education, work experience and any community involvement, a statement of interest describing career plans and a copy of latest unofficial college academic transcript. If selected, applicant must provide most recent official college transcript. **Graduate students are compensated at the \$20.00/Hour level.**

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### AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.
- Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

CRIMINAL CONVICTIONS: Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGLS 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.apply.ri.gov>

Position #03973

STUDENT MIS SUPPORT ASSISTANT

MC

One Capitol Hill  
Providence, RI 02908

[questions@hr.ri.gov](mailto:questions@hr.ri.gov)

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## STUDENT MIS SUPPORT ASSISTANT Supplemental Questionnaire

- \* 1. Are you currently enrolled full-time in an academic program at a four-year college or university?  
☐ Yes   ☐ No
  
- \* 2. What academic year/class level are you currently enrolled in?  
☐ Freshman  
☐ Sophomore  
☐ Junior  
☐ Senior  
☐ Graduate
  
- \* 3. What is your last semester's cumulative grade point average?
  
- \* Required Question